

Performance Management Resources

Here is a complete list of resources tied to each step of the Performance Management Cycle. You can access these and other current DCIPS training courses by going to the [DCIPS internet website](#).

Step 1: Align Organization Goals with IC Goals

Courses:

Leading Your Mission Target Audience: Leaders

Performance Management: Achieving Results. Accomplishing Mission. Target Audience: Leaders

Step 2: Set Expectations and Performance Objectives

Courses:

Setting Performance Expectations Target Audience: Managers/Supervisors, Employees

SMART Performance Objectives Target Audience: All

iSuccess: Writing SMART Performance Objectives and a Self-Report of Accomplishments
Target Audience: All

Resources:

Exemplar Performance Objectives Database Target Audience: All

Step 3: On-Going Performance Discussions and Coaching

Courses:

COACH for Success Target Audience: Managers/Supervisors

Managing Your Manager Target Audience: Employees

Step 4: Self-Report of Accomplishments

Course:

iSuccess: Writing SMART Performance Objectives and a Self-Report of Accomplishments
Target Audience: All

Step 5: Rate Performance and Write Narrative

Courses:

Evaluating Performance and Preparing Performance Narratives Target Audience: Managers/Supervisors

Rater Consistency Workshop Target Audience: Leaders and Managers/Supervisors

Course Job Aides:

- *Common Rating Errors and How to Avoid Them*
- *5 Step Process: Assign a Rating and Write a Narrative*
- *Accomplishment Evaluation Criteria*
- *IC Performance Standards*
- *How to Assign a Rating When Performance Is Mixed*
- *Performance Rating and Narrative Checklist*
- *Five-Point Rating Scale Definitions*
- *Rating Terminology*
- *Tracking Employee Behavior and Results*

Step 6: Formal Performance Review

Courses:

Formal Feedback Review Session Target Audience: Managers/Supervisors

Putting Yourself in the Other Person's Shoes: The Key to Effective Communication Target Audience: All

Performance Management Drivers

Courses:

Putting Yourself in the Other Person's Shoes: The Key to Effective Communication

Target Audience: Managers/Supervisors and Employees